

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: April 19, 2006 - KW

Division: County Attorney

Bulk Item: Yes X No

Department: County Attorney

Staff Contact Person: Suzanne A. Hutton

AGENDA ITEM WORDING:

Approval of the creation of one position to provide legal services at an entry level position.

ITEM BACKGROUND:

In past years, the County Attorney has hired attorneys with excellent experience credentials to provide legal services. While this has resulted in a highly professional legal staff with a wealth of experience to provide legal and practical advice, each attorney on staff expends some time on relatively simple matters which could have been handled by a much less experienced attorney. All current attorney positions require a minimum of five years admission to the Florida Bar. An attorney with some prior experience but only recently admitted to the Florida Bar would be able to perform a portion of the work currently provided by attorneys at a higher grade/mid range, allowing assignment of the more complex matters to the more experienced attorneys.

PREVIOUS RELEVANT BOCC ACTION:

N/A

CONTRACT/AGREEMENT CHANGES:

N/A

STAFF RECOMMENDATIONS:

Approval of the position identified in the attached document.

TOTAL COST: \$53,507 to \$60,000

BUDGETED: Yes No X

COST TO COUNTY: \$53,507 to \$60,000

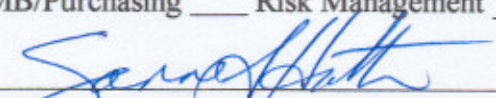
SOURCE OF FUNDS:

REVENUE PRODUCING: Yes No X

AMOUNT PER MONTH **Year**

APPROVED BY: County Atty X OMB/Purchasing Risk Management

DIVISION DIRECTOR APPROVAL:


SUZANNE A. HUTTON, COUNTY ATTORNEY

DOCUMENTATION: Included *

Not Required *BACK-UP TO FOLLOW

DISPOSITION:

AGENDA ITEM #



Suzanne A. Hutton, County Attorney **
Robert B. Shillinger, Assistant County Attorney **
Pedro J. Mercado, Assistant County Attorney
Susan M. Grimsley, Assistant County Attorney
Natleene W. Cassel, Assistant County Attorney
Jerry D. Sanders, Assistant County Attorney

** Board Certified in City, County & Local Govt. Law

BOARD OF COUNTY COMMISSIONERS

Mayor Charles "Sonny" McCoy, District 3
Mayor Pro Tem, Murray E. Nelson, District 5
Dixie M. Spehar, District 1
George Neugent, District 2
David P. Rice, District 4

Office of the County Attorney

P.O. Box 1026
Key West, FL 33041-1026
305/292-3479 - Phone
305/292-3516 - Fax

JUSTIFICATION FOR ADDITIONAL POSITION

As identified in the attached agenda item summary, the County is in need of additional legal staffing, but not necessarily at the advanced level of the positions currently authorized. While it is anticipated that one or two current staff members may be eventually promoted to the Litigation Supervisor or Senior Legal Advisor positions as part of the County's Retention and Recruitment Program, it is desirable for cost effectiveness to create an entry-level position to provide the less complicated legal services currently being juggled by Grade 13 through 17 attorneys. This would allow services to be provided in as timely a manner as possible without rushing to determine the best candidate for promotion just to have an Assistant County Attorney position vacant for a new hire.

MONROE COUNTY

JOB DESCRIPTION

Position Title: ASSISTANT COUNTY ATTORNEY		Date:
Position Level: 12	FLSA Status: Exempt	Class Code:

GENERAL DESCRIPTION

Primary function is to provide legal advice to and represent designated agencies.

KEY RESPONSIBILITIES

1. *Draft and approve contracts, leases, and interlocal agreements.
2. *Work with County departments to resolve discrepancies and other problems concerning contractual and employment matters.
3. *Counsel advisory boards, as needed.
4. Attend Value Adjustment Board hearings as needed.
5. *Responsible for preparation of ordinances, resolutions, draft County Attorney opinions & correspondence.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: ASSISTANT COUNTY ATTORNEY	Class Code:	Position Level: 12
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KEY JOB REQUIREMENTS	
<i>Education:</i>	Law Degree or equivalent doctoral degree required.
<i>Experience:</i>	Two years as attorney preferred; relevant experience prior to receiving law degree and Bar admission may be substituted.
<i>Impact of Actions:</i>	The work involves leadership which routinely affects multiple divisions of Monroe County and/or the surrounding community in a demonstrable way.
<i>Complexity:</i>	Analytic: Work is non-standard and widely varied requiring the interpretation and application of a substantial variety of procedures, policies and/or precedents used in combination. Frequently, the application of multiple technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies of procedures.
<i>Managerial Skills:</i>	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None.
<i>Other:</i>	Must possess membership from the Florida Bar.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Attorney::</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with
Monroe County.

Name: _____ Signature: _____ Date: _____